

Retention Procedures for Students Grades 1-8**

Responsibilities for Consideration of Grade Retention

The classroom teacher (sequentially):

1. Uses academic and social screening data as specified in the district RTI Handbook to identify students struggling to typically develop skills in literacy, numeracy, motor, and social-emotional domains;
2. In consultation with the RTI team, develops and implements interventions from the RTI Protocol and documents them using the Intervention History form;
3. Seeks consultation from appropriate resources, i.e., grade level team, building specialists, counselor, school psychologist;
4. Consults with school administrator about retention possibility;
5. Initiates conversation with parent(s)/guardian(s) after discussion with school administrator;
6. By February 1, teacher completes a developmental history with counselor/psychologist support and submits request for a team meeting;
7. By February, with parent/guardian support, teacher requests observations and appropriate information (see checklist);
8. Brings all necessary information (see checklist) to the team meeting.

The school administrator:

1. Maintains a list of potential retention candidates;
2. Conducts observations;
3. Schedules meeting with parent(s)/guardian(s), teacher, and specialists involved with the student;
4. Facilitates team discussion;
5. Obtains a recommendation from the review team;
6. Deliberates and makes a decision to retain or not retain the student for the following school year;
7. Sends copies of retention paperwork and decision to appropriate director of curriculum and instruction.

**Hood River County School District
Documentation of Team Process and Outcome for
Consideration of Grade Retention**

Student Name: _____

Grade: _____ Age: _____ DOB: _____

School: _____ Teacher: _____

Parent(s)/Guardian(s): _____

Team Meeting Date: _____

Participants: _____

**Checklist of Information That Must Be Reviewed and Attached
When Considering Student Retention**

Item	Date Done or Reviewed	Person Responsible	Comments
Cumulative File			
Classroom Observation(s)			
Work Samples: 1. 2. 3. 4.			
Intervention History (description must be attached)			
easyCBM scores (attached)			
Other information (attached)			
For ELL students, 1. WMLS or ELPA scores			
Developmental History			

Discussion Notes

Team Recommendation

The team has recommended the following to the principal:

_____ (name of student)

- Should be retained in grade _____ for the _____ school year.
- Should not retained in grade _____ for the _____ school year.

The following intervention/monitoring plan will be implemented to ensure _____'s success for the _____ school year:

Team Signatures

Agree

Disagree

[Name/Relationship to Student]

[Name/Relationship to Student]

[Name/Relationship to Student]

[Name/Relationship to Student]

Principal's Decision

_____ (name of student)

Will be retained in grade _____ for the _____ school year.

Will not retained in grade _____ for the _____ school year.

The following intervention/monitoring plan will be implemented to ensure _____'s success for the _____ school year (complete if not completed by team):

Principal's Signature

Date

**Hood River County School District
Documentation of Team Process and Outcome for Consideration of
Grade Retention – Intervention History**

Student: _____

Grade: _____ Teacher/School: _____ Date: _____

Area (i.e., reading, motor, behavior, attendance, etc.)	Description of Intervention	Length of Intervention	Results